

Welcome to...

Reimbursable Processing

Welcome and Introductions



Course Prerequisites



✓ Change Discussions

✓ RWD SAP 4.6C



Course Objectives



- At the end of this course, individuals should be able to use SAP to:
 - Run preliminary billing register
 - Create billing requests
 - Run billing due lists
 - Liquidate down payments
 - Run reimbursable report from Project Systems
 - Initiate the IPAC Process
 - Utilize job aids and OLQR to help navigate through SAP



Benefits of Reimbursable Processing



- SAP provides a way to:
 - Create billing requests
 - Process billing due lists
 - Liquidate down payment
 - Initiate the IPAC process



Course Schedule



<u>Agenda Item</u>	<u>Time</u>
1. Introduction	0:10 hrs
2. Background	0:10 hrs
3. Run Preliminary Billing Register Report	0:40 hrs
4. Billing Processes	1:00 hrs
5. Liquidate Down Payment and Bill Generation	1:00 hrs
6. Initiate IPAC Process	0:40 hrs
7. End of Course Review/Feedback	0:20 hrs
Total Course Time	4:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Activities
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the Training Evaluation Form



Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
 - Assist with completion of transactions in the SAP system



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3



Background Knowledge

Background Knowledge



- Key definitions:

- **Purchase Order Number** – customer order number MIPR/PO
- **Order Number** - identifies an order within a client. This is the system assigned sales order number that relates to the customer order number or reimbursable order
- **Customer Number** - identifies the customer and relates to the customer name
- **Customer Order Number** – customer MIPR/PO number (also referenced as a Purchase Order Number)



Background Knowledge



- Differences between SAP and the previous system:
 - Create billing request
 - Automatic update/clearing open receivables using IPAC

Topic 1

Run Preliminary Billing Register Report

Topic 1: Overview



- Run Preliminary Billing Register Report
 - Prep for Billing Process or the First step in Billing Process
 - This report is run after all costs have been recorded for the period before Travel records accrual (bill based on disbursement) and before Cost Assessments (these are billed the following month)
 - The preliminary billing register report shows what has been billed, the total cost, and the amount to be billed in the current period at the WBS/Fund level
 - The report is reviewed for gross/evident errors
 - It is decided what most likely will or will not be billed for the current billing period
 - (Note: If an invoice will result in credit amounts for an appropriation, bill credit amount separately from the debit amount (mixed debits and credits cause problems for IPAC).
- Process Flows: Manage Accounts Receivable
 - Create Bill sub-process



Topic 1: Objectives



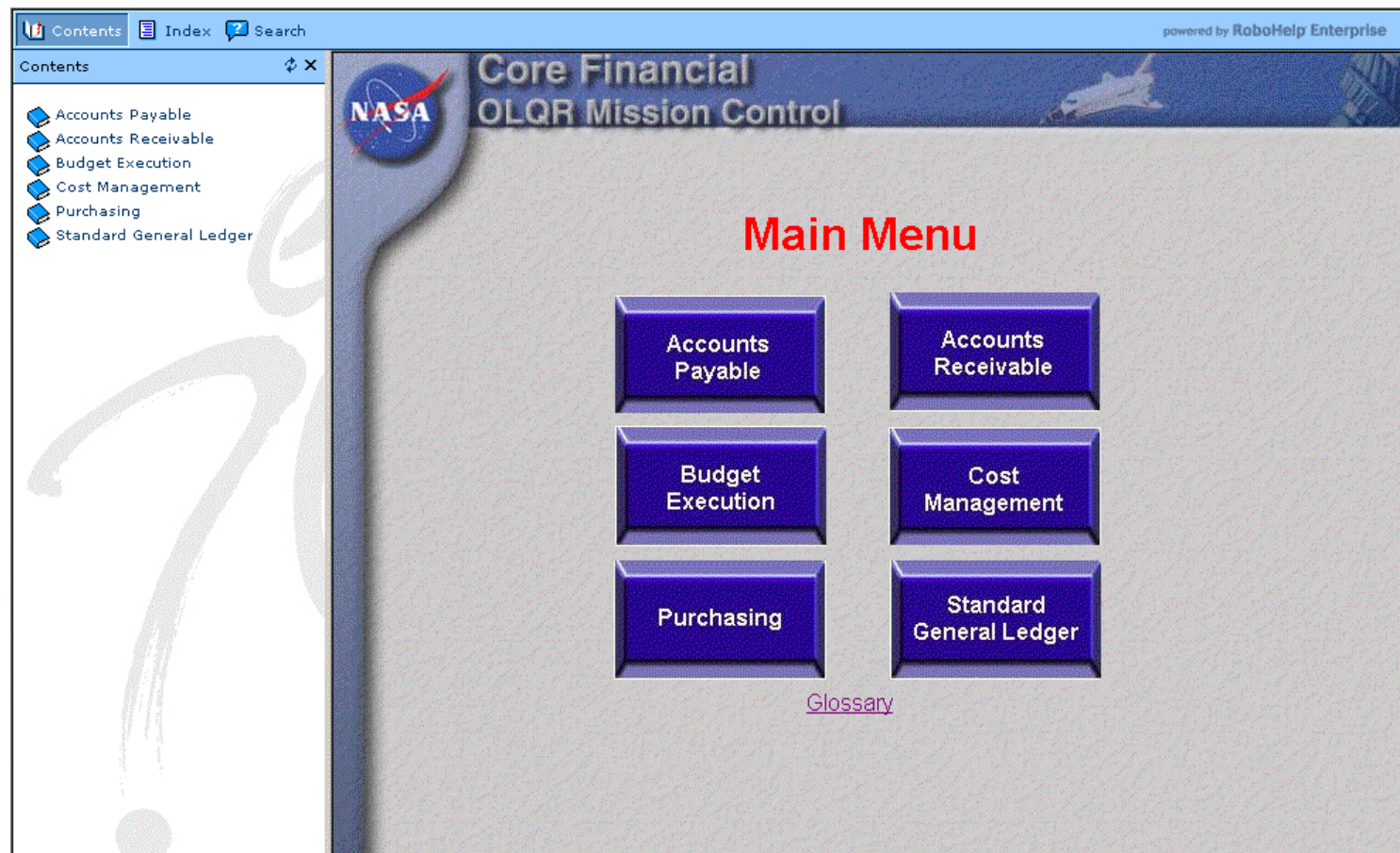
- Upon completion of Run Preliminary Billing Register, individuals should be able to accomplish the following:
 - Use the Preliminary Billing Register report in subsequent steps to bill the customer



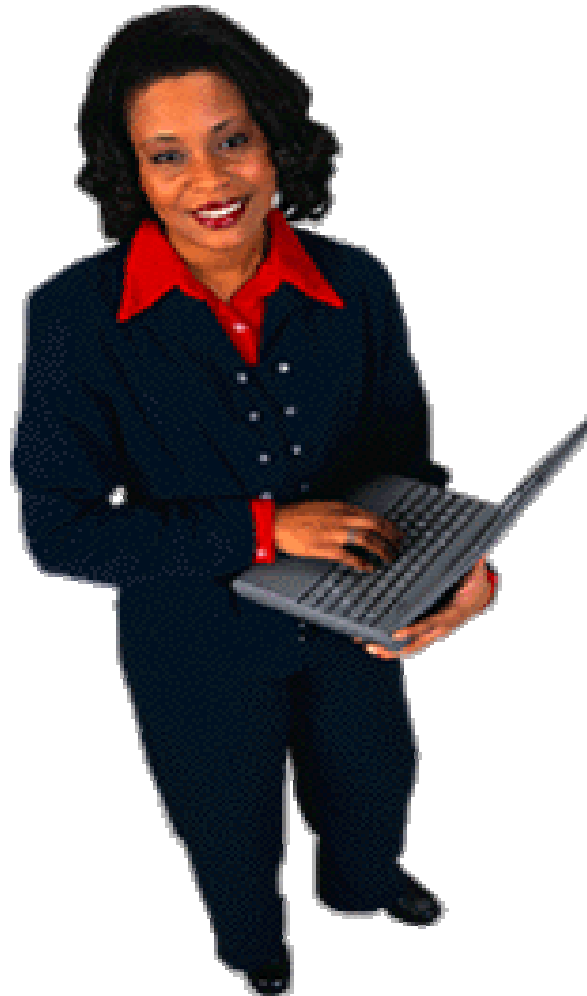
Topic Process Flow



- Run Preliminary Billing Register Report from the OLQR



Demonstrations and Exercises Introduction



Demonstrations and Exercises



- **Run Preliminary Billing Register Report**



Topic 1: Debrief



- The preliminary billing register report shows what has been billed, the total cost, and the amount to be billed in the current period, at the WBS/Fund level
- This report is reviewed for gross/evident errors
- At this point, it is decided what most likely will or will not be billed for the current billing period



Topic 2

Billing Processes

Topic 2: Overview



■ Billing Processes

– Create Billing Request

- Update and create individual billing requests to be billed separately for credit appropriations when mixed (debits & credits) appropriations occur (DP91)
- Update and save resource related billing changes (save data, not bill requests, in this step) (DP91)
- Create collectively billing requests based on the saved updates and all other orders where costs need to be billed, but no update to data was necessary (DP96)

– Run Billing Due List

- Individually for individual billing requests (VF04)
- Collectively for all other amounts to be billed (VF04)

– Run Reimbursable Project Cost Report (S_ALR_87013542)

• Process Flow: Manage Accounts Receivable

– Create Bill-sub process



Topic 2: Objectives



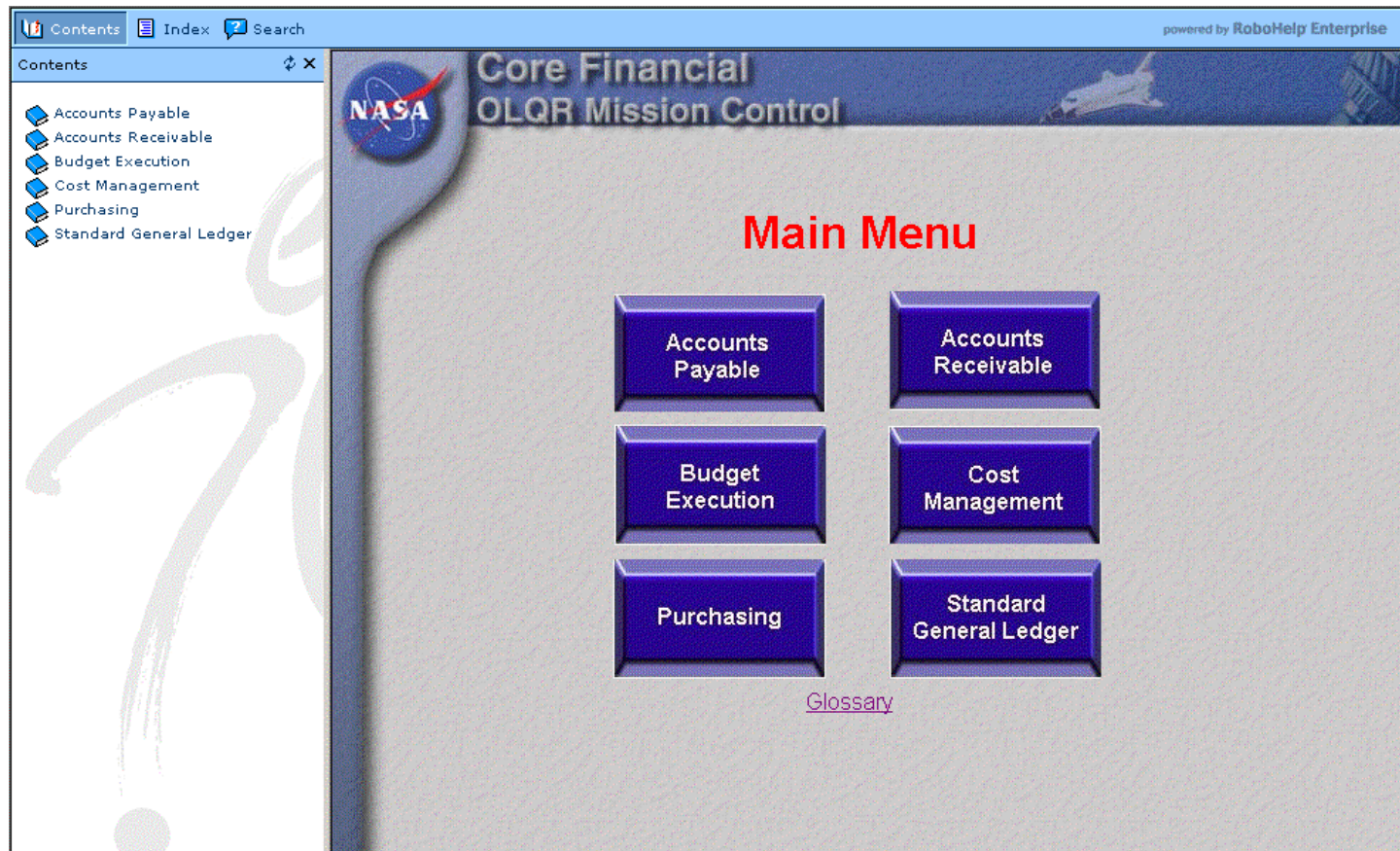
- Upon completion of Billing Processes, individuals should be able to accomplish the following:
 - Update billing using transaction code DP91 and the Preliminary Billing Register Report
 - Understand that billing requests for multiple bills can be created at one time using transaction code DP96
 - Run Billing Due List
 - Run Reimbursable Project Costs Report



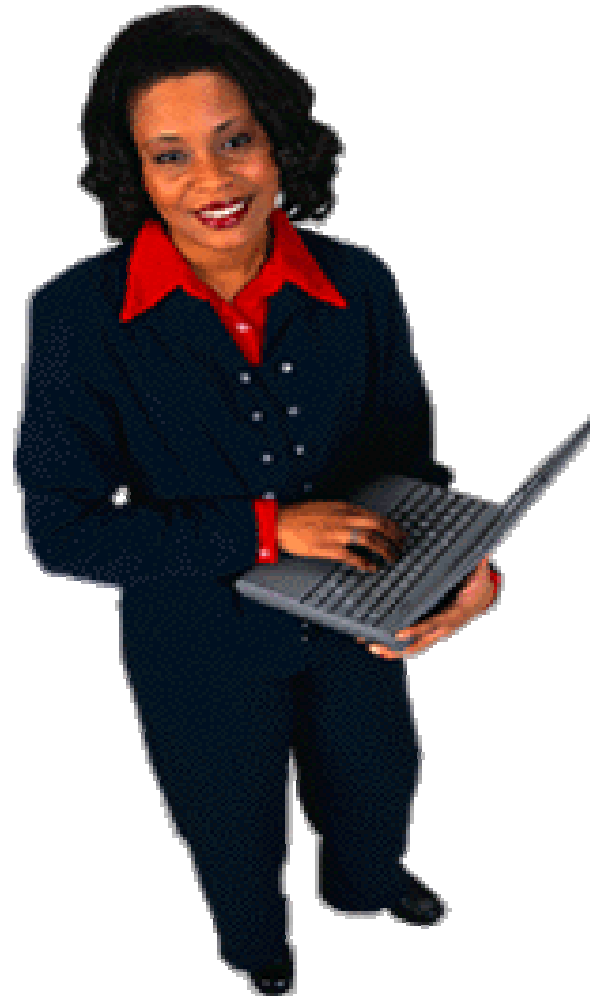
Topic Process Flow



- Create Billing Request/Run Billing Due list from the OLQR



Demonstrations and Exercises Introduction



Demonstrations and Exercises



- **Create Billing Request**
- **Run Billing Due List**
- **Run Reimbursable Report from Project Systems**



Topic 2: Debrief



- Individuals should be able to accomplish the following:
 - Update billing using transaction code DP91 and the Preliminary Billing Register Report
 - Understand that billing requests for multiple bills can be created at one time using transaction code DP96
 - Run Billing Due List
 - Run Reimbursable Project Cost/Billing Report
- Sales and distribution resource related billing is updated by the billing request
- Project Systems is updated based on the billing due list process. Reimbursable WBS report in projects is updated for cost and billing. Billing and Cost should net to zero if all costs are billed.
- Accounting and Receivables are updated based on the billing due list process
- Sales and Distribution, Project Systems, and Accounting (FI) should stay in sync. Therefore there are no changes made to the billing after the bill request has been created



Topic 3

Bill Generation and Liquidate Down Payment

Topic 3: Overview



- Bill Generation and Liquidate Down Payment
 - A bill will be generated from an outstanding receivable created by the billing process in SD
 - If there is a down payment, it must be liquidated (drawn down) by WBS/Fund and the receivable created by the billing process must be “cleared.” A down payment statement will be created.
- Process Flow: Manage Accounts Receivable
 - Create Bill-sub process



Topic 3: Objectives

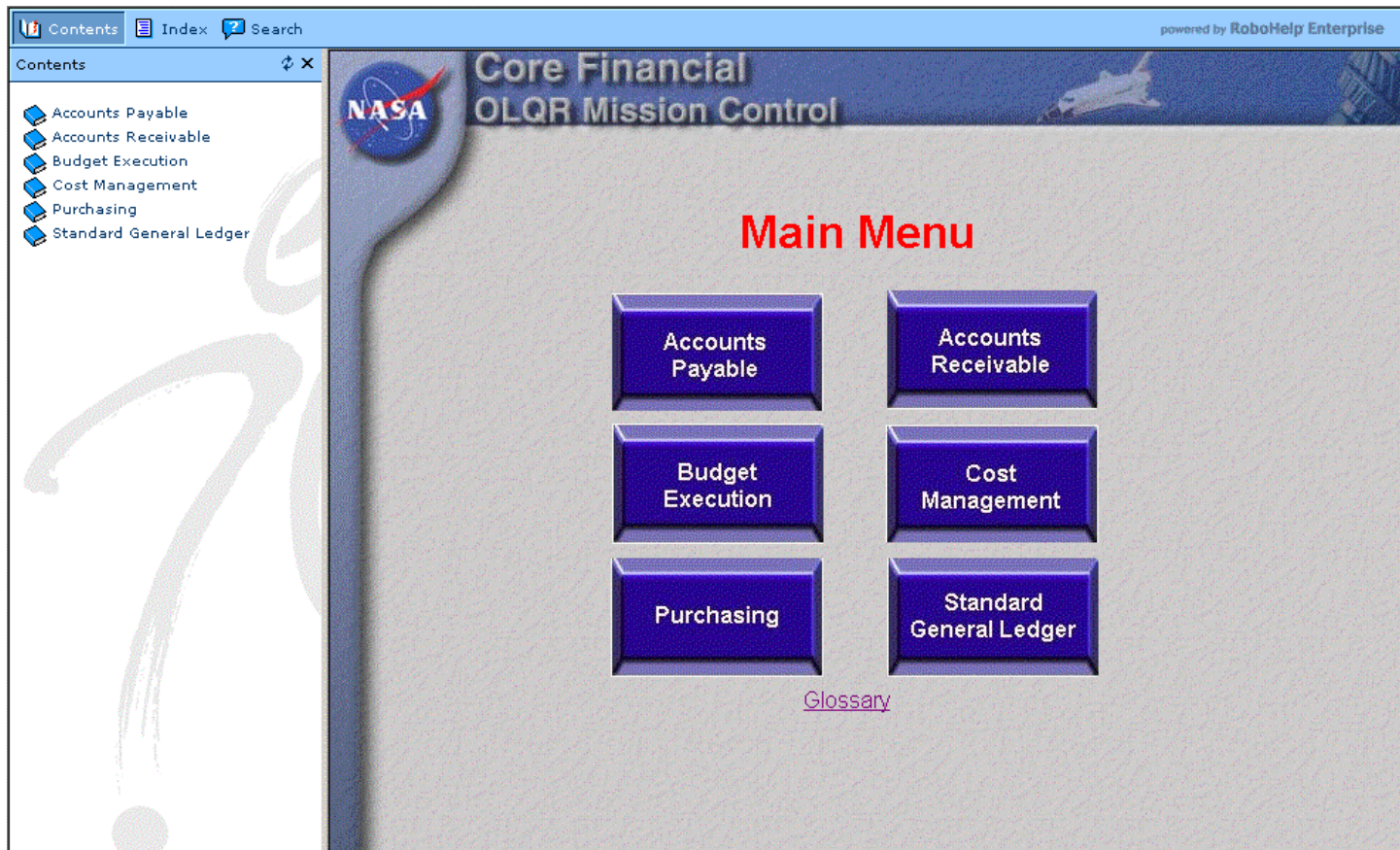


- Upon completion of Bill Generation and Liquidate Down Payment, individuals should be able to accomplish the following:
 - Generate (print) bills and liquidate down payments
 - Clear the down payment liquidation and the receivable
 - View open receivables for customers



Topic Process Flow

- Generate Bills and Liquidate Down Payment from the OLQR



Demonstrations and Exercises Introduction



Demonstrations and Exercises



- Liquidate Down Payment

Topic 3: Debrief



- Bills are generated/printed based on the billing process
- If there is a down payment, it must be liquidated (drawn down) by WBS/Fund. A down payment status report can be viewed/printed



Topic 4

Initiate IPAC Process

Topic 4: Overview



- Initiate IPAC Process
 - SAP uses the IPAC interface for collections when possible
 - Must be a Federal customer
 - Must be able to pull funds from customer through IPAC
 - A bulk file is created when Accounts Receivable Payment program is executed
 - Includes billing and customer information used by Treasury to “pull” funds when an agreement is in place
 - IPAC processes funds between Federal Agencies faster
 - Billing and Collecting process is performed simultaneously



Topic 4: Objectives

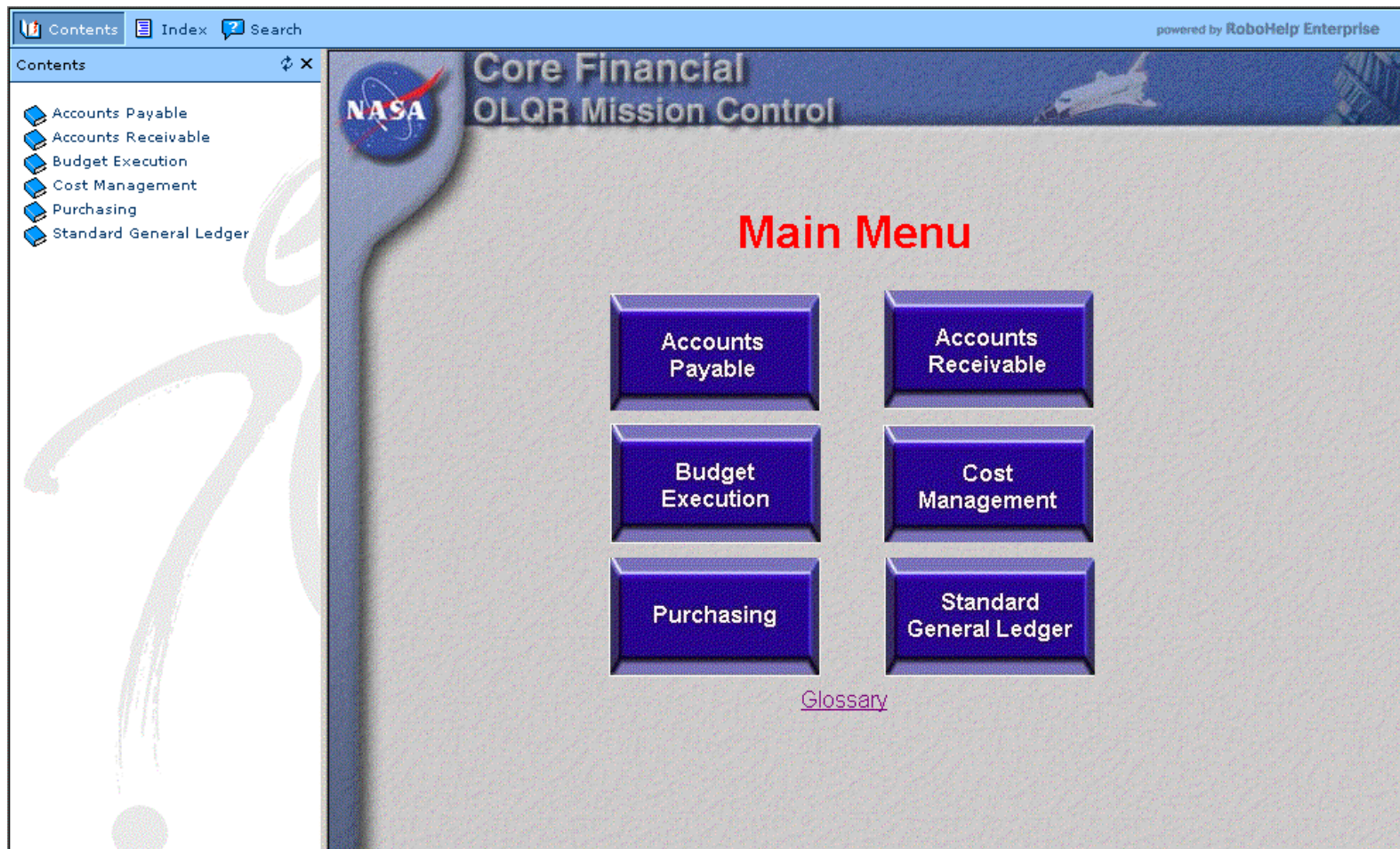


- Upon completion of the Initiate IPAC Process, individuals should be able to accomplish the following:
 - Generate Payment Proposal
 - Edit Payment Proposal
 - View Payment Run Log and IPAC File Log

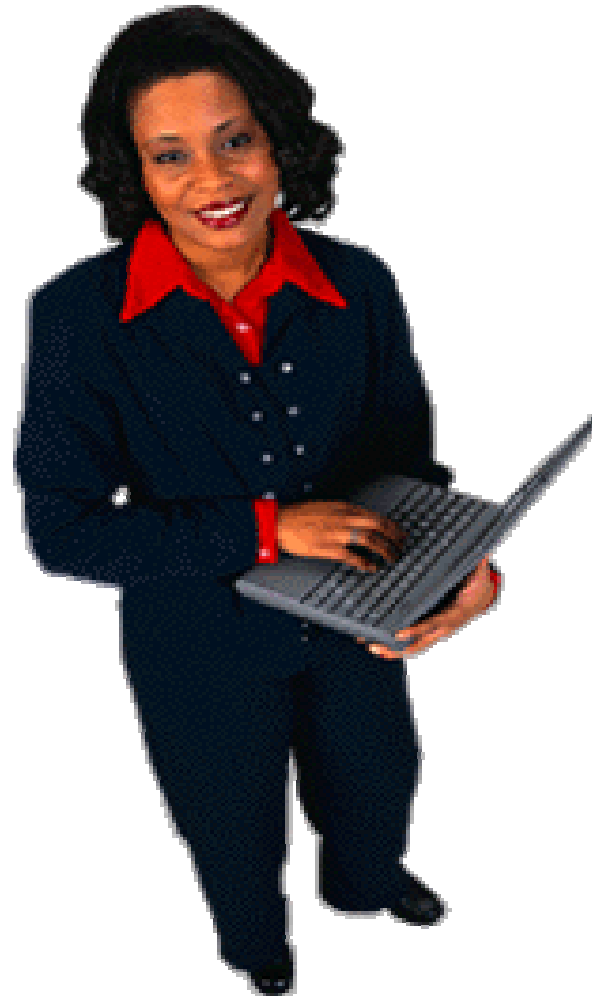


Topic Process Flow

- Initiate IPAC Process from the OLQR



Process Presentation



Presentation: Initiate IPAC Process



■ Screen Prints have been created to show the following process:

- The Sales Invoice Processor initiated the IPAC Interface by generating the payment proposal. The AP Certification Processor has generated the payment run and the IPAC Output file.
- The Customer Payment Processor views the IPAC printout and payment run and compare them with the payment proposal.
- Follow along w/the “Initiate IPAC Process” User Script.

Note: the payment run and IPAC Output File generation are part of the IPAC Processing course



Setting IPAC Parameters



Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Parameters

B.ex./pmt request...

Run date 07/31/2002
Identification IPAC1

Status Parameter Free selection Additional Log Printout/data medium

Posting date 07/31/2002 Docs entered up to 07/31/2002
Customer items due by

Payments control

Company codes	Pmnt meths	Next p/date
nasa	1	8/1/02

Accounts

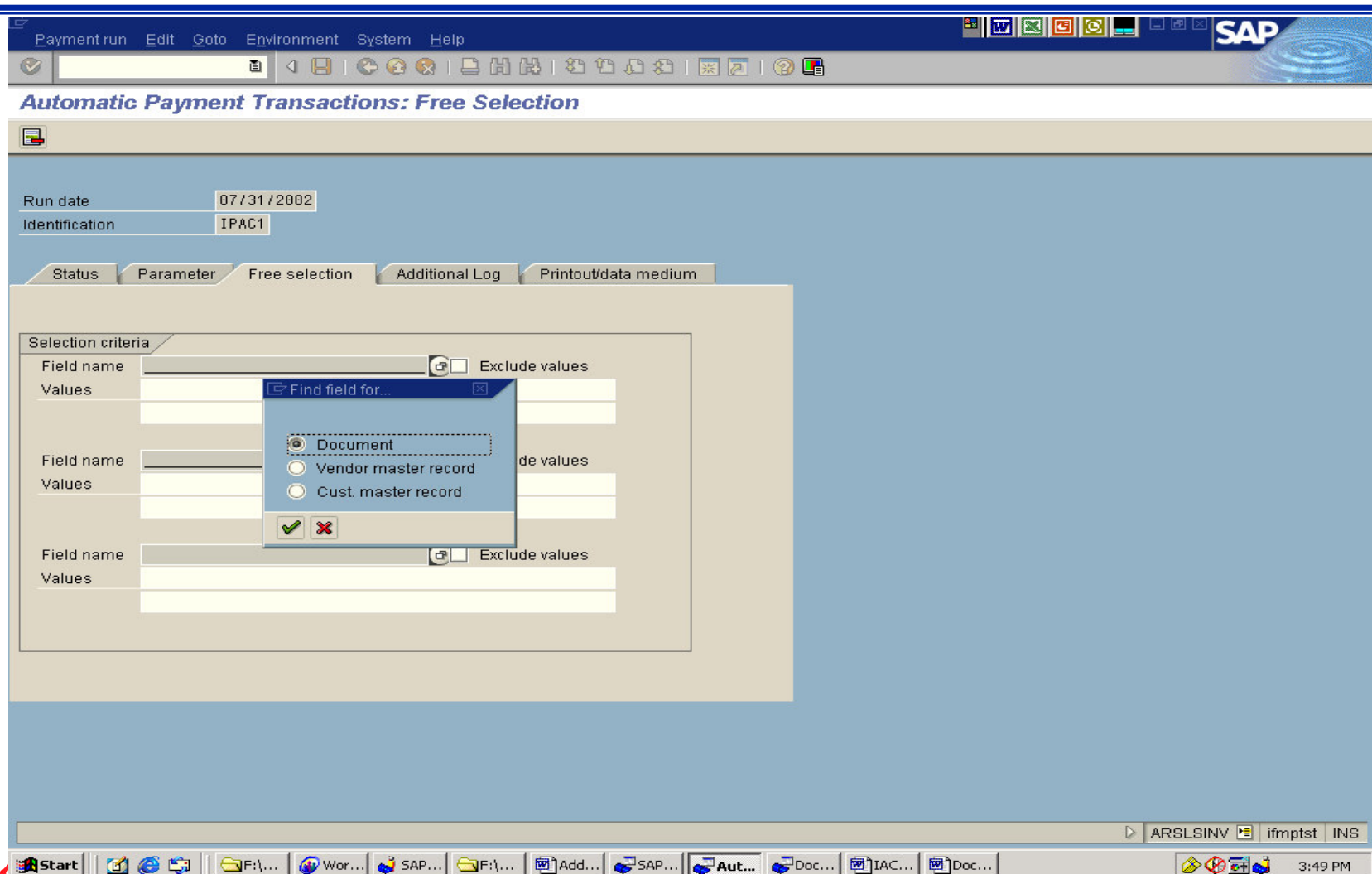
Vendor To
Customer 4 To 17

Foreign currencies
Rate type for conversn

ARSLSINV ifmptst INS

Start F:\C... Work... SAP ... F:\C... Addit... SAP ... SAP ... Auto... Docu... SAP ... IAC ... 3:36 PM

Setting Free Selections



Setting Additional Log



Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Additional Log

Run date 07/31/2002
Identification IPAC1

Status Parameter Free selection Additional Log Printout/data medium

Required logging type

- ☒ Due date check
- ☒ Payment method selection in all cases
- ☐ Pmnt method selection if not successful
- ☒ Line items of the payment documents

Accounts required

Vendors (from/to)	Customers (from/to)
	4 17

ARSLSINV ifmptst INS 3:53 PM

Setting Printout



Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Printout and DME

Maintain variants

Run date 07/31/2002
Identification IPAC1

Status Parameter Free selection Additional Log Printout/data medium

Form printing/data medium exchange

Program	Variant	Variant	Variant
RFFOAVIS			
RFFOEDI1			
ZOFI_AP...	IPAC_OUT_MSFC		

Payment Transaction Variant (1) 2 Entries found

Restrictions

Variant name	Short text
IPAC_OUT_GRC	GRC File Variant
IPAC_OUT_MSFC	MSFC File Variant

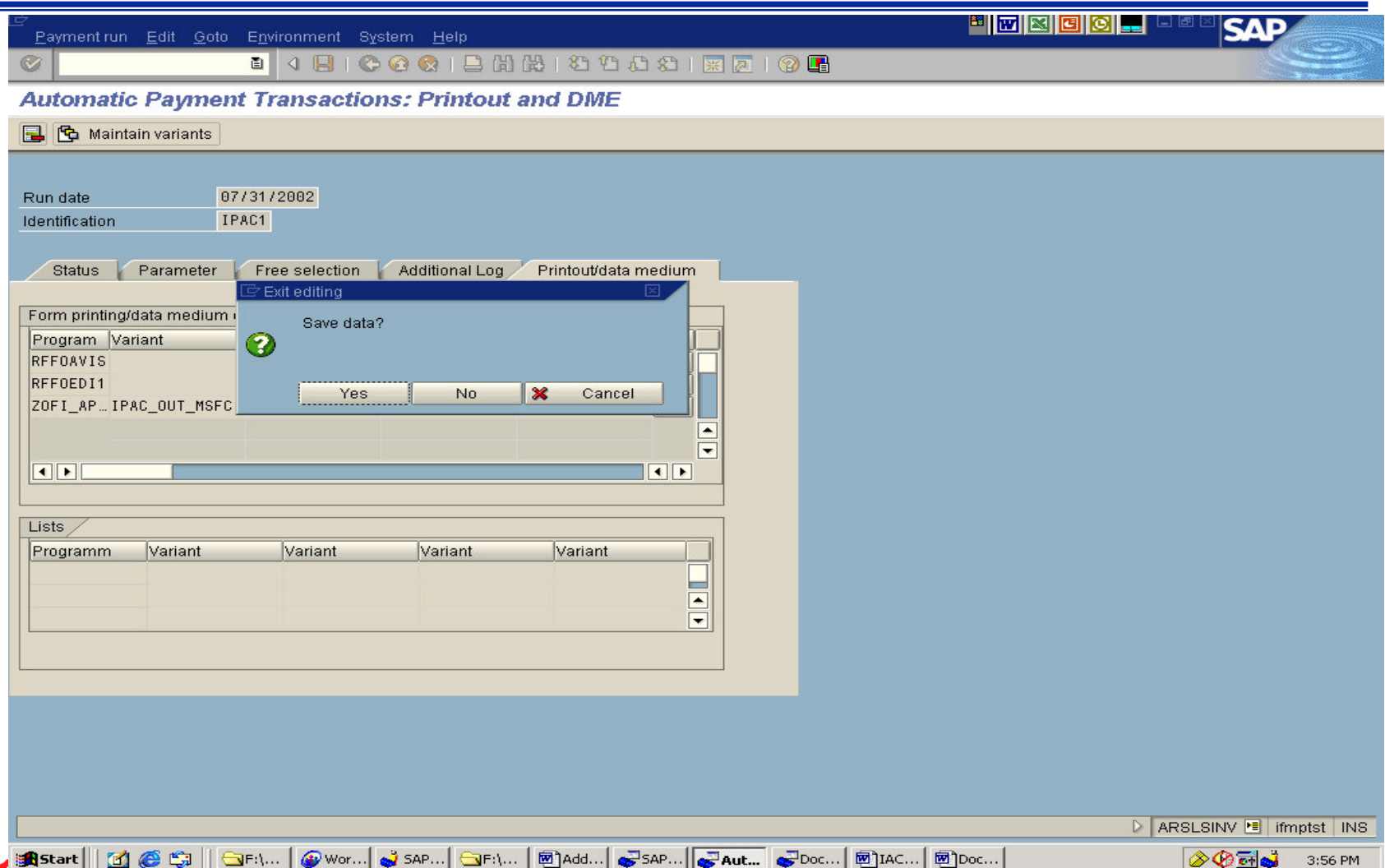
Lists

Programm	Variant	Variant	Variant
----------	---------	---------	---------

Start | F:\... | Wor... | SAP... | F:\... | Add... | SAP... | Aut... | Doc... | IAC... | Doc... | Pay... | ARSLINV | ifmptst | INS | 3:54 PM



Saving The Data



Scheduling the Proposal



Payment run Edit Goto Environment System Help

Automatic Payment Transactions: Status

Status Proposal Pmnt run

Run date 07/31/2002
Identification IPAC1

Status Parameter Free selection Additional Log Printout/data medium

Status
Parameters have been entered

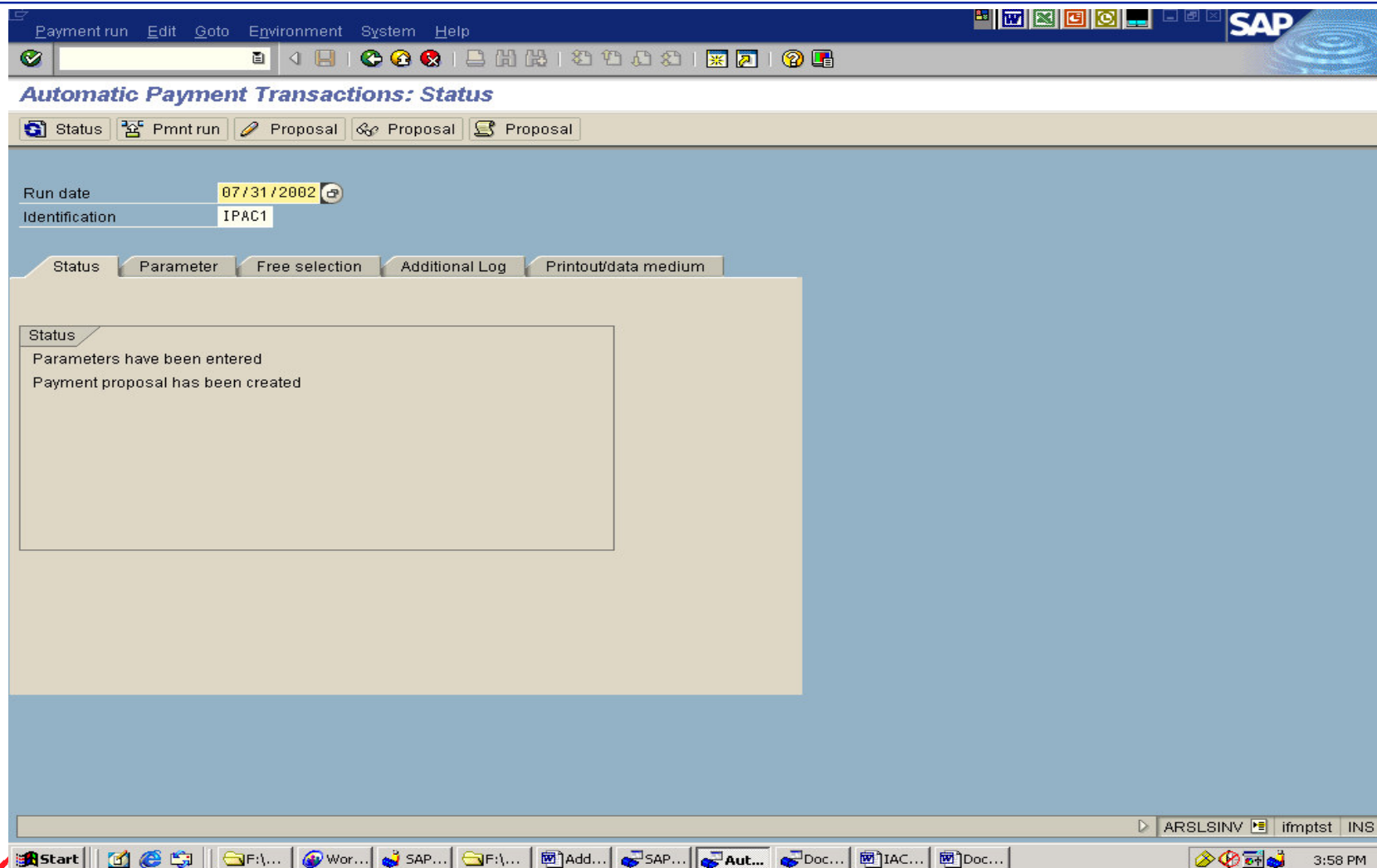
Schedule Proposal

Start date 07/31/2002 ☒ Start immediately
Start time 00:00:00
Target computer
☐ Create payment medium

Start

ARLSINV ifmptst INS 3:57 PM

Completed Proposal Schedule



Editing the Payment Proposal



Proposal Edit Goto Settings Environment System Help

Edit Payment Proposal: Payments

Choose Change Back from find

Run on 07/31/2002 IPAC1 Snd. CC NASA

Vendor	Customer	BusA	Itm	PM	Hse	bank	Curr.	Discount	Amount
4		62	1	1	10000	TREAS	USD		73.80
17			1				***	Exceptions	***

Positioning

Number of line items 2

Display from item 1

Payment volumes

Outgoing payment	0.00
Incoming payment	73.80

KSC931CR ifmptst INS

Start F:\... Wo... SA... F:\... Ad... Aut... IAC... Doc... SA... Edit... 4:59 PM



Item Detail



Proposal Edit Goto Settings Environment System Help

SAP

Edit Payment Proposal: Open Items

Change Block all Back from find

Run on 07/31/2002 IPAC1 Snd. CC NASA

Selected group

Vendor Currency USD Payment method 1

Customer 4 Business area 62 House bank TREAS 10000

Paid items

Document	CoCd	Curr.	Terms	Discount	Amount
8000001201	NASA	USD	0 0.000		73.80

Positioning

Number of line items 1

Display from item 1

KSC931CR ifmptst INS

5:00 PM



Blocking A Payment



Proposal Edit Goto Settings Environment System Help

Edit Payment Proposal: Open Items

Change Block all Back from find

Run on 07/31/2002 IPAC1 Snd. CC NASA

Selected group

Vendor Currency USD Payment method 1
Customer 4 Business area 62 House bank TREAS 10000

Paid items

Document	CoCd	Curr.	Terms	Discount	Amount
8000001201	NASA	USD	0 0.000		73.80

Positioning

Number of line items 1
Display from item 1

Change Line Items

Block

Payment block ☐

Payment method

Payment method ☐
Prmt meth.supl. ☐

Payment terms

Baseline date 07/31/2002
Days/percent 0 0.000 / 0 0.000 / 0
Discount base 0.00 USD

Cash discount

Discount amount

Note

☒ ☐ Choose cash discount Reallocate...

KSC931CR ifmptst INS

Start F:\... Wo... SA... F:\... Ad... Aut... IAC... Doc... SA... Edit... 5:00 PM

Updating Missing Information



Proposal Edit Goto Settings Environment System Help

Edit Payment Proposal: Open Items

Change Back from find

Run on 07/31/2002 IPAC1 Snd. CC NASA

Selected group

Vendor Currency Payment method

Customer 17 Business area House bank

Exceptions

Document	CoCd	Curr.	Terms	Discount	Amount
8000001202	NASA	USD	0	0.000	225.00

Change Payment

Payment control

Payment method 1

Pmnt meth.supl.

House bank TREAS 10000

Instruction key

Due date

Payee

Name NAVAL RESEARCH LABORATORY

City WASHINGTON

Country US

Bank details

Bank country

Bank number

Bank account

Positioning

Number of li

Display from

Change Line Items

Block

Payment block

Payment method

Pmnt meth.supl.

Payment terms

Baseline date 07/31/2002

Days/percent 0 0.000 / 0 0.000 / 0

Discount base 0.00 USD

Cash discount

Discount amount

Note

Pmnt methods for this run are not specified in master record or in item

Choose cash discount Reallocate...

KSC931CR ifmptst INS

5:04 PM



Viewing Items Ready for Processing



Proposal Edit Goto Settings Environment System Help

Edit Payment Proposal: Payments

Choose Change Back from find

Run on 07/31/2002 IPAC1 Snd. CC NASA

Vendor	Customer	BusA	Itm	PM	Hse bank	Curr.	Discount	Amount
4		62	1	1	10000 TREAS USD			73.80
17			0			***	Exceptions	***
->	17	62	1	1	10000 TREAS USD			225.00

Positioning

Number of line items 3

Display from item 1

Payment volumes

Outgoing payment 0.00

Incoming payment 298.80

KSC931 CR ifmptst INS

5:29 PM



Payment Run and IPAC File Logs



The screenshot shows the SAP 'Automatic Payment Transactions: Status' window. The 'Run date' is 07/31/2002 and 'Identification' is IPAC1. The 'Status' tab is selected, showing a list of status messages: 'Parameters have been entered', 'Payment proposal has been created', 'Payment proposal has been edited', 'Payment run has been carried out', and 'Posting orders: 2 generated, 2 completed'. A 'Select Log' dialog box is open, displaying a table of finished jobs. An arrow points from a blue oval labeled 'Additional payment runs' to the 'Select Log' dialog box.

Jobname	Comment
F110-20020731-IPAC1	Payment run
F110-20020731-IPAC1-X	Print job
F110-20020731-IPAC1-Z	Print job
F110-20020731-IPAC1-R	Print job
F110-20020731-IPAC1-T	Print job

Payment Run Log



Job log Edit Goto System Help

Job Log Entries for F110-20020731-IPAC1

Long text Previous page Next page

Date	Time	Message
07/31/2002	17:30:54	>
07/31/2002	17:30:54	> Additional log for customer 4 company code NASA
07/31/2002	17:30:54	>
07/31/2002	17:30:54	> Posting documents additional log
07/31/2002	17:30:54	> Document 2010000007 company code NASA currency USD payment method 1
07/31/2002	17:30:54	> Lit PK Acct RA Amount Tax
07/31/2002	17:30:54	>
07/31/2002	17:30:54	> 001 15 0000000004 73.80 0.00
07/31/2002	17:30:54	> 002 40 1010.1000 73.80 0.00
07/31/2002	17:30:54	>
07/31/2002	17:32:15	>
07/31/2002	17:32:15	> Additional log for customer 17 company code NASA
07/31/2002	17:32:15	>
07/31/2002	17:32:15	> Posting documents additional log
07/31/2002	17:32:15	> Document 2010000008 company code NASA currency USD payment method 1
07/31/2002	17:32:15	> Lit PK Acct RA Amount Tax
07/31/2002	17:32:15	>
07/31/2002	17:32:15	> 001 15 0000000017 225.00 0.00
07/31/2002	17:32:15	> 002 40 1010.1000 225.00 0.00
07/31/2002	17:32:15	>
07/31/2002	17:32:15	End of log
07/31/2002	17:32:16	Step 002 started (program SAPFPAYM_SCHEDULE, variant &00000000000004, user name KSC931CR)
07/31/2002	17:32:16	Step 003 started (program ZOFI_AP_RFFOUS_T_IPAC, variant &00000000000000, user name KSC931CR)
07/31/2002	17:32:53	Program ZOFI_AP_RFFOUS_T_IPAC: No records selected
07/31/2002	17:32:53	>
07/31/2002	17:32:53	> Overview of the files generated (DME)
07/31/2002	17:32:53	> Name / File name
07/31/2002	17:32:53	>
07/31/2002	17:32:53	> Directory: /EAI_DATA/T01/311/OUT/READY/
07/31/2002	17:32:53	> File Name: MACFAR001
07/31/2002	17:32:53	>
07/31/2002	17:32:53	>
07/31/2002	17:32:53	Job finished

KSC931CR ifmpst INS 6:44 PM



IPAC File Log Error Message



Job log Edit Goto System Help

Job Log Entries for F110-20020731-IPAC1-T

Long text Previous page Next page

Date	Time	Message
07/31/2002	18:03:44	Job started
07/31/2002	18:03:44	Step 001 started (program SAPFPAYM_SCHEDULE, variant &00000000000000, user name KSC931CR)
07/31/2002	18:03:44	Step 002 started (program ZOFI_AP_RFFOUS_T_IPAC, variant &00000000000004, user name KSC931CR)
07/31/2002	18:04:14	>
07/31/2002	18:04:14	> Overview of the files generated (DME)
07/31/2002	18:04:14	> Name / File name
07/31/2002	18:04:14	>
07/31/2002	18:04:14	> Directory: /EAI_DATA/T01/311/OUT/READY/
07/31/2002	18:04:14	> File Name: MACFAR001.20020731180344
07/31/2002	18:04:14	>
07/31/2002	18:04:14	>
07/31/2002	18:04:14	> Unable to find Transaction Identification Code for 8000001201
07/31/2002	18:04:14	> Unable to find Transaction Identification Code for 8000001202
07/31/2002	18:04:14	> ** ERRORS HAVE OCCURRED: IPAC BULK FILE IS STORED ON THE ERROR DIRECTORY
07/31/2002	18:04:14	> Directory: /EAI_DATA/T01/311/OUT/ERROR/
07/31/2002	18:04:14	> File Name: MACFAR001.20020731180414
07/31/2002	18:04:14	Job finished

Error File

KSC931CR ifmptst INS

Start F:... W... S... F:... A... IA... D... S... A... Jo... Cr... 6:45 PM



Topic 4: Debrief



- IPAC enables NASA to pull funds through Treasury from another Federal Agency
- When the IPAC Process is run a bulk file is generated containing billing and customer information
- The IPAC process results in the customer's Treasury account being reduced and NASA's Treasury account being increased in most cases.



End of Course Review

Review Objectives & Expectations



Individuals should now be able to:

- ✓ Run Preliminary Billing Register Report
- ✓ Create Billing Request
- ✓ Run Billing Due List
- ✓ Run Reimbursable Report from Project Systems
- ✓ Generate Bills
- ✓ Liquidate Down Payment
- ✓ Initiate the IPAC Process

Available Resources



-
- SAP Practice Training Instance
 - OLQR
 - Super-users within each department
 - Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

